



# Event or Fundraising Request Form

St. Therese Parish

9525 W Bluemound Rd, Milwaukee, WI 53226 ♦ Phone (414) 771-2500 ♦ Fax (414) 771-2410  
www.sainttheresemilwaukee.org ♦ info@sainttheresemilwaukee.org

This form is for use by Parish Groups/Committees who would like to host an event beyond normal group functions or are sponsoring a fund raiser. All requests are subject to approval and availability of the facilities. **Please fill out this form as completely as possible, then turn in to Heather Goeden in the Parish Office.**

Please note: If you are going to collect any money, items, or host a fundraiser, the Finance Council will need to approve this form. They meet the third Tuesday of the month. Please be sure to allow enough time for the approval process.

## Event Details

Contact Heather Goeden, Administrative/Pastoral Assistant, with any questions about *this* section at heather@sainttheresemilwaukee.org or (414) 771-2500 x13.

Event Name: \_\_\_\_\_ Approx. Number Attending: \_\_\_\_\_

Type of Event (Please Choose All That Apply)

Meeting  Hospitality  Fundraiser  Other: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Set-Up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
\_\_\_\_\_ Set-Up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Space Requested (Please Choose All That Apply)

Heck Hall  Chapel  Lobby  
 Heck Hall Kitchen  Miriam's Corner  Church Gathering Space  
 Heck Hall Stage  St. Therese Room  Meeting Room for \_\_\_\_\_  
 Church  Upstairs Meeting Room(s)  Other \_\_\_\_\_

Food will: (Food or cooking materials may **NOT** be left in refrigerators, cupboards, etc. at the conclusion of your event.)

NOT be present  be brought/catered in  be cooked on premises  need to be kept hot  
If catered, who is catering and when will they arrive: \_\_\_\_\_

Beverages will (Please Choose All That Apply) **\*\*Alcohol may NOT be brought onto or consumed on premises.**

NOT be present  be brought/catered in  be the coffee/tea/water the parish provides

## Will you be collecting money or items at your event?

Contact Lisa Vallone, Bookkeeper, with any questions about *this* section at vallonel@sainttheresemilwaukee.org or (414) 771-2500 x17.

If Yes, Fill out this section. If NO, skip.

Sponsoring Group \_\_\_\_\_ Benefiting Group \_\_\_\_\_

What will be collected? \_\_\_\_\_

Specifically, to what purpose will the funds/items be put? \_\_\_\_\_

Does this event include a raffle, lottery or other game of chance\*?  Yes  No

\*If yes, please contact the Bookkeeper immediately. Raffles are games of chance in which tickets are sold and a drawing for prizes is held. Special licenses from the State of Wisconsin are required in advance of the event. In addition, specific rules must be adhered to regarding the form of the tickets, form of advertising and general conduct of the event. Finally, certain records must be maintained and special financial reports must be filed with the State of Wisconsin. Failure to comply with the applicable rules and regulations puts the parish at risk.

## Event Set-Up

Contact Denise Dostalek, Building Services Coordinator, with any questions about **this** section at denise@sainttheresemilwaukee.org or (414) 771-2500 x16.

If you need to do any preparation or set-up **BEFORE** the day of your event, please list the date(s) and time(s) you are requesting to do so:

Set-Up Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

*Please list what you need, how many you need, and how it should be arranged. Feel free to attach a diagram separately. Circle any of the items below that you will need for your event. Indicate how many of each item you need to the right of the item:*

<b>Basic Set-Up Needs</b>	Coffee Pots	Coffee Mugs (China)	Chafing Dishes
Round Tables	Hot Water for Tea	Cold Cups (Plastic)	Sinks
Card Tables	Water Pitchers	Glasses	Dishwasher(s)
Sign-in Table	Coffee Carafes	Forks/Knives/Spoons	
Table for Handouts	Sugar/Sweetener	Napkins	<b>Audio Visual</b>
Table for AV Equipment	Stir Sticks		TV
Serving Tables	Serving Plates/Bowls/	<b>Use of Kitchen Equipment</b>	Projector
Chairs	Platters	Refrigerator	Screen
	Serving Utensils	Stove	Laptop
<b>Hospitality Items</b>	Dinner Plates (Paper/China)	Oven	Microphone
Table Cloths	Dessert Plates (Paper/China)	Hot Plate	Electrical Cords
Paper Place Mats	Bowls (Paper/China)	Slow Cookers	Surge Bars
Hospitality Table	Hot Cups (Paper)	Nesco	

Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Event Promotion

Contact Heather Goeden, Administrative/Pastoral Assistant, with any questions about **this** section at heather@sainttheresemilwaukee.org or (414) 771-2500 x13.

**Would you like to:**

- **Publish this event on the Parish Calendar in the Bulletin and Online:**      \_\_\_ Yes \_\_\_ No
- **Publish an article about this event in the Bulletin:** \_\_\_ Yes \_\_\_ No  
*Please submit bulletin articles to Heather Goeden, Administrative/Pastoral Assistant. The deadline is Monday morning at 8:30AM. Altered Bulletin deadlines are published in the bulletin.*
- **Submit a pulpit Announcement for the Lector to read:** \_\_\_ Yes \_\_\_ No  
*Please submit pulpit announcements to Heather Goeden, Administrative/Pastoral Assistant. The deadline is Thursday afternoon at 1:00PM. Altered deadlines are published in the bulletin.*
- **Submit a request for an eBoard Announcement:** \_\_\_ Yes \_\_\_ No  
*Please submit eBoard announcements to Heather Goeden, Administrative/Pastoral Assistant. The deadline is Thursday afternoon at 1:00PM. Altered deadlines are published in the bulletin. Please include the images and text you'd like to include or submit a camera ready image that is 4128 pixels x 2322 pixels at 72 dpi.*
- **Submit a request for a member of your group or committee to make a pulpit announcement:** \_\_\_ Yes \_\_\_ No  
*In order not to overload the liturgy, we must limit the number of announcements and the number of people who can give these announcements at mass. While we want to honor as many requests as possible, it is important that we all follow a common procedure. Also, there are times when liturgically, it is not possible to accommodate additional announcements. Request approval for a member of your group to make the announcement with the name of the person making the announcement at each mass (send request to Heather Goeden) at the beginning of the week prior. A copy of the text of the pulpit announcement to be read as well as confirmation of who will be reading it at each mass is due to Heather Goeden on the Thursday before the weekend by 1:00PM. All announcements must be submitted camera-ready.*
- **Submit a request to include a bulletin insert about your event:** \_\_\_ Yes \_\_\_ No  
*If you'd like an insert in the bulletin, please check with Heather Goeden in the parish office to make sure there are no other inserts for the weekend you are requesting. Then, submit a copy of the insert at least three weeks prior to the weekend of publication for approval. You are responsible for creating and duplicating the insert. You will need 300 copies for the Sunday Bulletin. Your Committee is also responsible for stuffing the bulletins.*

**Please note the following:**

1. St. Therese is strictly a non-smoking environment. This applies to the buildings and the grounds.
2. It is expected that the two people in charge of the activity for which the request has been made will arrive on the premises by the time indicated for set-up, and remain until the last member/attendee has vacated the premises.
3. Please immediately report any damage or breakage of property belonging to St. Therese Parish to Denise Dostalek, Building Services Coordinator.
4. If a key is loaned to open the facility, please return it via the mailbox outside the lobby doors before departing the premises.
5. Please fill out the enclosed checklist, and return it to the parish via the mailbox outside the lobby doors before departing the premises.
6. Should the event be cancelled for any reason, it is the responsibility of one of the two contacts to notify the members/attendees.

**Thank you for your cooperation and consideration.**

**Please note: Two Contacts from the Parish are required. Contacts are responsible for any set-up and take-down of the event not listed on the front of this form. If anyone inquires about more details for this event, the name and phone number of the First Contact will be given.**

<b>First Contact Name:</b>
<b>Contact Information:</b> Home: (    ) _____ Cell: (    ) _____ Email: _____
<b>Second Contact Name:</b>
<b>Contact Information:</b> Home: (    ) _____ Cell: (    ) _____ Email: _____

**Denise Dostalek, Building Services Coordinator, will call First Contact Person to set up an orientation at least one week before the event. This orientation will include instruction about door locks, appliances, procedures, and event checklist. For your safety, insurance concerns, and general care for our parish, this orientation is necessary. Thank you for your consideration and cooperation. (A few minutes of preventive care can save the cost of accidents and mishaps.)**

**First Contact Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Second Contact Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please detach the following sheet and retain for your use.** 

**For Office Use:**

**Approval:** Parish Director \_\_\_\_\_ Date \_\_\_\_\_

If fundraiser: { Finance/Administration \_\_\_\_\_ Date \_\_\_\_\_  
Parish Council \_\_\_\_\_ Date \_\_\_\_\_

**Keys Issued:**  Glass Lobby Doors  Inside Office Doors  Allen Wrench  
 Others \_\_\_\_\_

Date Returned \_\_\_\_\_ Initials \_\_\_\_\_

**Copies to:**  Administrative Assistant  Building Services  Bookkeeper (if fundraiser)

Group hosting event: \_\_\_\_\_ Date of event: \_\_\_\_\_

# St. Therese Parish Event Checklist

Please detach this page and use it before and after the event so that the parish is properly cared for, and to ensure success. Please return it via the parish mailbox after the event. Thank you for your cooperation.

## Before the event:

- Acquire a key from the Administrative Assistant (if needed).
- Submit bulletin article to Administrative Assistant (if applicable).
- Arrive before start time of event.
- Set-up tables, chairs, and any other equipment needed, or request setup from the Building Services Staff. (If no setup is requested on the first page, the requesting group is responsible for their own setup.)
- Turn on lights and unlock doors for guests.
- Hang sign on glass lobby doors to direct people where to go (if applicable).

## After the event:

In the kitchen or kitchenette:

- Turn off stoves and convection oven (if using Heck Hall kitchen).
- Turn off gas main to cooktops and ovens (if using Heck Hall kitchen).
- Load dishwasher first. Then clean up areas as needed. If the wash/dry cycle is completed, make sure dishwasher is drained, then please put away cord/hoses, and dishes. If not, please leave the dishes in the dishwasher and leave a note for Denise to empty. There are message envelopes attached to her office door.
- If able, rinse any items to be recycled, then remove them to Waste Management carts by dumpster.
- If able, remove vegetable waste to blue compost barrel outside back door.
- Remove all other food and food materials from premises.
- If able, bundle garbage and move to outside dumpster. If not able, please wrap the garbage and contact Denise to alert her of its presence. There are message envelopes attached to her office door.
- Place and secure a new garbage bag in every trash barrel.
- Place dirty cloths in the laundry basket in the kitchenette in church or near the washer and dryer in Heck Hall kitchen. Please DO NOT take home any cloths or linens.

In ALL areas used:

- Wipe tables, chairs, and counters, clean up all spills (mop, if necessary).
- Inspect and put away any equipment used according to diagram and photos (tables, chairs, etc).
- Pick up any large pieces of food and debris.
- Sweep and/or vacuum the floor.
- Check bathrooms for messes, and if able, clean up if needed. If not able, please leave a message for Denise.
- Check all areas used to ensure they are vacated.
- Remove signs hung on glass lobby doors (if applicable).
- Turn off all lights, and lock all doors.
- Report any damage or incidents on the bottom of this form.
- Vacate premises by the time indicated on request form.
- Leave this signed checklist (and key, if applicable) in mailbox outside Lobby doors and**
- If fundraiser, fill out the next page and return it to the Finance Council.**

Signed,

First Contact: \_\_\_\_\_ Second Contact: \_\_\_\_\_

Comments:



# Report of Fundraising Event

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Please fill out this form as completely as possible.  
PLEASE PRINT CLEARLY

## TO BE SUBMITTED NO MORE THAN TWO WEEKS AFTER THE EVENT

Report Submitted by: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Purpose of Event (use to which funds will be put):  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Bulletin article is submitted listing the totals of the income, expenses, and amount raised.

Please list date that you have requested the bulletin article to run: \_\_\_\_\_

### SUMMARY OF FUNDS

Total Revenues: \_\_\_\_\_

Direct Costs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Direct Costs: \_\_\_\_\_

Revenues Over Direct Costs: \_\_\_\_\_

Net Profit: \_\_\_\_\_

Report Distribution:     Finance Council     Parish Pastoral Council

# Where do I find...?

## A Guide For Those Hosting Hospitality in the Gathering Space in the Church

- Serving trays and utensils, coffee, sugar, filters, cups, plates, silverware, napkins, table cloths, trash bags, pitchers and carafes, plastic wrap, foil, etc. are located in or on the counter in the kitchenette. (*NOTE: Extra supplies may be found in H/H kitchen, however, whatever you bring up, you must take back down to H/H kitchen and store appropriately.*)
- Towels, cleaners, and dish soap to wipe down all tables, chairs and the metal cart (before putting them away) can be found under the kitchenette sink.
- The chair rack is located in the kitchenette. Please put all chairs back uniformly, following the existing pattern so that it is neat and orderly.
- Card tables are located just inside the door, to the left, in the Art & Environment room. (*The Art & Environment room is on the west side of the church, to the right of the family room.*) When you put the tables away, please put them all facing the same direction. To get in the room, use the general door key or if you do not have a set of keys, any usher can let you in.
- The long serving tables are also located in the in the Art & Environment room, at the bottom of the stairs, leaning against the wall on the right.
- The metal cart containing the coffee pots goes in the kitchenette, on the wall opposite the refrigerator.
- Please put all dirty rags in the bin provided in kitchenette
- If there is a large amount of debris on the floor of the Gathering space or kitchenette there is a vacuum located in the A & E room as well.

**If you are the last one in Church please make sure all interior doors and lights have been turned off and that the sacristy is secured upon leaving.**

**Please follow check off sheet for clean up that was attached to your event form and turn in via the Staff Mail box in the sacristy. Thank you!**